

CHIEF ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include assisting in developing, preparing, and monitoring the departmental budget; assisting in short and long-range planning of programs within the department; assisting in budget preparation and the management of department financial matters; and preparing reports and performing public relations duties as assigned by the Deputy Chief of Police. The Chief Administrative Assistant primarily works independently but receives limited direct supervision reporting directly to and having work reviewed by the Deputy Chief of Police who is the immediate supervisor for the employee of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages assigned administrative functions of the police department to assist and relieve the Deputy Chiefs of Police of a wide variety of administrative and clerical details through performing specialized tasks in budget preparation, record maintenance, and personnel administration. Assists in the research and planning for assigned programs and activities. Ensures that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Reviews existing or proposed legislation, researches the implications of such legislation, and formulates position statements to be used by police department and/or city administration.

Assists in accounting for the money and assets of the police department. Manages bookkeeping of assigned accounts to maintain accurate fiscal records. Gathers information for and assists in the preparation of the departmental operating budget. Prepares expenditure and revenue estimates. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Prepares payroll records. Compiles and analyzes data needed, and writes reports required to document activity of the department.

Writes requests for grants or other special funds to aid in the operation of the police service.

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing. Maintains department inventory of supplies and equipment. Orders supplies and equipment needed by the department and disburses supplies and equipment to police personnel as required.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition. Locates repair services, gets estimated on repair costs and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed

to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a current classified member of the Shreveport Police Department with eight (8) years of law enforcement experience therein.

SH	06-16-92
Rev	05-06-93
	01-05-95
	02-15-12